

**SHEPHERD UNIVERSITY**  
**CLASSIFIED EMPLOYEES CHILDREN'S SCHOLARSHIP FUND**  
**APPLICATION GUIDELINES 2026-2027**

**I. PURPOSE**

The Classified Employees Children's Scholarship Fund was established by the Classified Employees Council (CEC) for the purpose of awarding monetary grants to children of full-time classified employees. The scholarship is to be used exclusively by the student recipients for any expenses in pursuit of a degree at Shepherd University. In April 2024, the Classified Employees Council voted to open the scholarship to dependents of all staff, with preference given first to dependents of classified employees, second to dependents of former classified employees, and third to dependents of staff who have never been classified.

**II. ELIGIBILITY**

1. The applicant must be the child of a full-time classified employee, a former classified employee, or non-classified staff. The child may be either biological, adopted, or step. Also eligible are children who are currently, or were previously, under legal guardianship of a full-time classified employee, former classified employee, or non-classified staff member through the age of 18.
2. The employee must have been employed full-time for at least six months prior to the start of the upcoming semester. Previous part-time employment at the University will be considered to establish an EST (Equivalent Start Date).
3. The applicant must be enrolled as a full-time student at Shepherd University.
4. Freshman applicants' eligibility will be determined by a needs assessment from the Office of Financial Aid, as well as by ACT and SAT scores and high school transcripts.
5. The continuing student must demonstrate Satisfactory Academic Progress (SAP), as outlined by Shepherd University.
6. The continuing student must maintain at least a minimum Shepherd University GPA of 2.0 and a minimum cumulative GPA of 2.0.

**III. PROCEDURES**

1. Applicants must submit a Free Application for Federal Student Aid ( [FAFSA](#) ) 2026-2027.
2. Return the completed *Classified Employees Children's Scholarship Fund* application to the Office of Financial Aid June 1, 2026.
3. The scholarship is awarded for the academic year and is divided equally between fall and spring semesters. Disbursement of funds occurs at the beginning of each semester.

Please contact the CEC Scholarship Chair with questions or concerns:

Paul Teter [pteter@shepherd.edu](mailto:pteter@shepherd.edu),  
304-876-5199

## Classified Employees Children's Scholarship Application

Full Name of Student: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Campus Phone #: \_\_\_\_\_ Shepherd Rambler ID # \_\_\_\_\_

Academic Classification  Freshman  Sophomore  Junior  Senior

Are you a transfer student?  Yes  No If Yes, Institution Name: \_\_\_\_\_

Are you enrolled full time? (12 or more academic hours)  Yes  No

Anticipated graduation date: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_  
(returning students)

Father's Full Name: \_\_\_\_\_

Shepherd Employee:  Yes  No Date of Employment at Shepherd: \_\_\_\_\_

Department/Office: \_\_\_\_\_

Mother's Full Name: \_\_\_\_\_

Shepherd Employee:  Yes  No Date of Employment at Shepherd: \_\_\_\_\_

Department/Office: \_\_\_\_\_

Legal Guardian's Full Name: \_\_\_\_\_

Shepherd Employee:  Yes  No Date of Employment at Shepherd: \_\_\_\_\_

Department/Office: \_\_\_\_\_

I hereby certify that the information on this application is true and correct to the best of my knowledge. By signing this release, I am giving the Shepherd University Classified Employees Scholarship Committee permission to obtain needed information from the Office of Financial Aid, Human Resources, and the Registrar's Office.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DEADLINE: June 1, 2026 - Return to: The Office of Financial Aid, Ikenberry Hall**